STEVE BESHEAR
GOVERNOR

THOMAS MILLER
SECETARY

EDGAR C. ROSS
CONTROLLER

DAVID GORDON
DIRECTOR

PVA ADMINISTRATIVE SUPPORT
FINANCE AND ADMINISTRATION CABINET
DEPARTMENT OF REVENUE
OFFICE OF PROPERTY VALUATION
501 HIGH STREET, FOURTH FLOOR, STATION 12
FRANKFORT, KY 40601
Voice: (502) 564-5620
Fax: (502) 564-5219

MEMORANDUM

TO: All PVA's & Staff

DATE: October 24, 2008

SUBJECT: Terminating and/or Retiring Employee Information

When one departs from the PVA office for whatever reason, there are several things that must take place:

1. The PVA Administrative Support Branch must be notified, as soon as possible.
2. The RPA must be submitted with the ending date as of the COB (close of business for the last day the employee is to be paid).
3. If an employee is planning on retiring or just tossing the idea around, call the Support Branch before talking with the Kentucky Retirement System. There are some relevant items that must be communicated (i.e., where does the employee work! **Do not say Department of Property Tax). PVAs and Deputies are Unclassified and Non-Merit State Employees, non 18A.**
4. A retiree needs to leave on the last day of a month, if you work part of the following month it will interfere with your benefits. It is better to lose a few hours of time than delay your benefits.
5. Upon contact of the Support Branch, information will be shared on your payroll deductions, the telephone number and/or address for continuation of deductions (no breakage in service).

The Support Branch is required by Federal law to notify employees of their rights to continue Health Insurance for them and/or spouse/dependents. This will be shared once a definite date for departure is communicated to the Support Branch. If an employee elects to decline their benefits, they should send back the last page with declining signature. The document will be placed in their personnel folder for documentation of receipt and selection.